



**CITY OF WILDOMAR
CITY COUNCIL REGULAR MEETING
CONSENT CALENDAR
Agenda Staff Report # 1.15
Meeting Date: May 13, 2026**

SUBJECT: Amending the Background Check Policy for Commissioners and Committee Members

SUBMITTED BY: Janet Morales Garcia, City Clerk

PREPARED BY: Janet Morales Garcia

ACTION:
Adopt the amended Background Check Policy for Commissioners and Committee Members.

SUMMARY:
This item adds an option for Commissioners and Committee members to request a copy of their background check.

BACKGROUND:
The city currently appoints members to various advisory bodies, including the Planning Commission, Measure Z Oversight Advisory Committee, and Measure AA Oversight Advisory Committee. Members often represent the city in community settings and have access to city facilities, staff, and sensitive information. On October 13, 2025, the City Council adopted a policy stipulating that all commission and committee appointments are conditional pending successful completion of a background check.

DISCUSSION:
Background checks involve obtaining criminal records for applicants. Under the Investigative Consumer Reporting Agencies Act, the criminal records the city obtains are generally considered Investigative Consumer Reports.

The law requires that the city allow the consumer to receive a copy of any prepared consumer report. Although the law does not explicitly apply to non-employees, it is likely that it could apply; therefore, staff is recommends that the City Council approve the amended policy allowing applicants to receive a copy of the report if they choose. The added language is located under section "I. Applicant Rights" in the attached policy.

FISCAL IMPACT:
Minimal cost to print and mail the reports.

ATTACHMENTS:
[1. Background Check Policy- Amendment.pdf](#)